



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS
500 JAMES ROBERTSON PARKWAY, SUITE 110
NASHVILLE, TENNESSEE 37243-1150
(615) 532-3979 OR (800) 544-7693 OR FAX – (615) 532-2868
Email: Contractor.Renewal@state.tn.us

IMPORTANT NOTICE REGARDING RENEWING YOUR LICENSE!!!!

The Board for Licensing Contractor's office can no longer grant an automatic extension to contractors, formerly the 120 day letter, while a renewal is in process.

The law is very explicit stating contractor renewals are due in the Board office **30 days** prior to expiration, in order to preserve their valid license and process the renewal. In addition, renewal notices are mailed to contractors by the State, 90 days prior to the expiration date, which basically provides approximately two months to prepare the minimal amount of paperwork and submit the fee to keep your license active. Failure to receive the mailing by the State does not give an automatic extension or legitimate excuse for non-renewal. In the event you do not receive the renewal notice or need an additional copy, all renewal forms are available on the state website at:

<http://www.state.tn.us/commerce/boards/contractors/pdf/ContRenewalForm.pdf>

If your license has already **expired** and you need to obtain a permit or contract a project, as long as we have received your complete renewal (**proof of workers compensation insurance, financial statement and renewal fees**), you may email us at: Contractor.Renewal@state.tn.us or fax a request to (615) 532-2868, and request our office to expedite issuance of your renewed license. Otherwise, renewals are processed in the order received. Please provide your license I.D. number, name as licensed, and expiration date with your request. Until the license is renewed, you are not considered legal or a properly licensed contractor. Please refrain from bidding or attempting to pull any permits until your license is renewed. Once the license has been issued, the renewed status will show up the next day on our website at: <http://www.tennessee.gov/cgi-bin/commerce/roster.pl> and click onto "Contractor" search. In addition, renewals which are sent by overnight express mail or hand delivered, these usually take two (2) days to reach our office from the mail room and the cashier's office.

These new procedures, once implemented, should streamline the renewal process, but it is very important to **submit your renewal at least 30 days prior to the expiration date!**

Thanking you in advance for your cooperation-